

**UNION CONGREGATIONAL UNITED CHURCH OF CHRIST
COMMON MINISTRY
MINUTES OF THE MEETING OF OCTOBER 14, 2021**

Present:

Absent:

Pastors	Bridget Flad Daniels		
Moderator	Tim Harder		
Vice Moderator		Heather Collins	
Treasurer	Jeff Gibson		
Clerk	Gail Hohenstein		
Education	Nancy Gibson		
Gifts & Memorials	Paco Espinosa		
Inreach & Membership	Denise Olson		
Outreach	Christie Reese	Achim Siefert	
Stewardship	Clay Reese		
Worship	Betty Bienash		
Communications Coordinator		Ruth Homrighaus Mary Ann Hudson	
Guest(s)	Gail Carels		

*HOW DOES WHAT WE AS COMMON MINISTRY ARE DOING AFFECT THE
CHURCH'S RACIAL AND SOCIAL JUSTICE WORK?*

Meeting held via Zoom.

Moderator Tim Harder called the meeting to order at 6:05 p.m.

Gathering Prayer: Bridget led prayer.

Additions to the Agenda: 3 items were added to New Business.

Congregational Joys and Concerns: Joys and concerns were shared.

Minister's Report: Bridget will be on retreat Wednesday through Saturday. The new pastor at First UCC will be on call for her (although she will be reachable if necessary). Visitation Ministry (now taking Communion to those individuals they visit) is expected to be helpful to keep folks in touch and engaged. Youth groups have launched and Bridget expressed that the volunteer teams in place are great. JOSHUA prayer vigils at sites of violent bloodshed are getting more participation. The new police chief attended the most recent vigil. Bridget has spent much time on COVID, both in contact tracing and working with people who have tested positive (both folks in building and those in church community who have needed support). Given that she is a solo pastor at this time, she requested that ministries pitch in by periodically writing the lead article in church communications. Clay (Stewardship) will handle November. Christie (Outreach) will handle December.

COVID Exposure Practices: Gail Carels attended to present the COVID Exposure Practice recommendation (attached). The recommendation was approved (Jeff/Betty).

Clerk's Report

The minutes for the regular meeting of September 9 were approved (Christie/Clay).

Treasurer's Report

Jeff distributed the regular financial report (attached). The report was approved (Jeff/Gail).

New Business

- **Personnel Committee Recommendation:** Bridget reviewed the draft proposal. After discussion, the basics of the proposal were approved, with some suggestions for minor edits of the final recommendation. Motion to approve carried (Christie/Betty). (After-meeting notation: The final language is attached to these minutes.)
- **Accounting Manual:** Our auditor has recommended that we develop a manual of our accounting procedures as a good practice. The accounting company we use has agreed to work with our auditor to develop. Motion to approve the estimated \$500 cost was approved (Jeff/Clay).

- **Buildings & Grounds Liability:** Our balance sheet has a \$31,378.53 item reflecting a deficit in funding (loan unpaid to Gifts and Memorials) from the last capital campaign. This amount has not been shown as “owing” in the Gifts and Memorials bookkeeping. Motion to approve forgiveness of the loan to Gifts & Memorials was approved (Gail/Jeff).
- **Solar Roof Analysis:** Stewardship is exploring the feasibility of installing solar panels on a part of the roof. Request to provide an amount not to exceed \$2,000 from Gifts & Memorials for an engineering structural analysis of the roof was approved (Jeff/Denise).

Continuing Business

- **In-Person Ministry Task Force:** No additional matters.
- **Generosity Team:** Pledge mailing went out today. Bridget and Jeff will be providing a financial report to the congregation via Zoom on 10/31. The team met with Rev. Andrew Warner after church on Sunday to explore more ways to generate peoples’ generosity. A volunteer is needed to coordinate the pledge follow-up team.
- **Space Ministry Task Force:** Todd Kane, Bridget and Bill Johnson did a walk-through of the potential project. Todd will review a scope of work to the City Planner to determine if we need an architectural review and he will help identify possible contractors for quotes.

Ministry Reports (unless covered in Ministry meeting minutes)

EDUCATION

Going well. Some families are waiting for children’s vaccinations before attending in person.

GIFTS & MEMORIALS

Will be reviewing a request next week for possible presentation at the next Common Ministry meeting.

MEMBERSHIP & INREACH

Next New Member Sunday is 10/24. Hoping to have coffee in the courtyard afterwards. It is expected that between 2-6 people will join.

OUTREACH

Heifer Living Gift Market is 11/7, outside in the courtyard.

STEWARDSHIP

We are in good shape regarding building maintenance. Waiting on results of roof inspection.

WORSHIP

Looking ahead to Advent and the Pageant, which will again be recorded. Thanks to Christie for being one of the directors. Christmas Eve will be in person and live-streamed in multiple places in the building so folks can come to church and also maintain social distancing.

JOSHUA Report: Annual banquet is 10/25. There will be an auction and a great keynote speaker on Critical Race Theory.

Communications Report: The Communications Team has been a great help with the pledge campaign brochure and the website revisions (to the “giving” page). The on-line “giving” processor now has an app which congregation members can use.

Adjournment

Motion to adjourn was approved. After Denise led prayer, the meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Gail Hohenstein
Clerk

Next meeting: November 11, 6 p.m. via Zoom
Prayer: Achim

**Union Congregational UCC
Treasurer's Report August 2021**

<u>Income</u>	<u>2021 Actual</u>	<u>2021 Budgeted</u>	<u>2020 Actual</u>	<u>Surplus Remaining</u>
January	\$58,360	\$74,522	\$80,947	
February	\$25,898	\$26,095	\$23,476	
March	\$54,392	\$31,841	\$29,563	
April	\$38,632	\$48,375	\$48,007	
May	\$21,582	\$23,503	\$23,955	
June	\$15,530	\$32,764	\$33,698	
July	\$26,649	\$34,359	\$32,622	
August	\$46,725	\$24,822	\$23,880	
September	\$0	\$0	\$0	
October	\$0	\$0	\$0	
November	\$0	\$0	\$0	
December	\$0	\$0	\$0	
Total Giving	\$287,768	\$296,281	\$296,148	
From Surplus	\$32,218	\$34,937		\$30,036
Total Revenue	\$319,986			
<u>Expenses</u>	<u>(thru August 31)</u>			
Actual:	\$319,986			
Budget:	\$331,218			
Last Year:	\$318,300			

Comments:

After eight months, revenue is under budget by about \$8,500. This is significantly better than our \$30,000 shortfall at the end of July. YTD expenses are under budget by about \$11,000, similar to our July figure. Pledge income in August is \$38,000 or about twice the budget, and YTD is about \$13,500 or about 5% less than budget. Non-pledge income in July is \$3,700 or 1% less than budget and YTD at \$2,100 is 7% above budget.

Continuing the expected trend, YTD revenue falls below actual expenses. To reconcile revenue with expenses we have dipped into the the surplus at slightly less than we anticipated at \$32,218. August's performance returned about \$13,000 to the surplus.

Respectfully submitted, Jeff Gibson

COVID Exposure Practices

- **Those who have been in the church building or who have attended other church functions who then learn that they have been exposed to someone who has COVID or who test positive for COVID are expected to notify Pastor Bridget or Dr. Gail Carels (member of our COVID protocol task force).** If you are unsure of when you were exposed but suspect that you were exposed within 2-3 days of being at Union, please contact us in an abundance of caution. Pastor Bridget and Dr. Carels will work with you to determine whether individuals you may have come into close contact with and/or the congregation need to be notified. We will work to protect your privacy.
- **Close Contact Definition** - The CDC defines close contact as **within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.**
- **Negative Test Result / Isolation Needed for Close Contact Covid Exposure Regardless of Vaccination Status** – If you have close contact with someone who has COVID, we ask that you not attend gatherings (like in person worship) for a period of 5 days after exposure (assuming no symptoms). Before returning to the church building we ask that you have 5 days symptom free, a negative test result from a test taken 3--5 days following the date of exposure, or if you test positive that you wait 10 days after symptoms 1st appeared AND experience 24 hours without fever (without fever reducing medication), regardless of vaccination status.
- **Contact Pastor Bridget if paying for a test would be a burden for you, and she will make arrangements for the church to cover the cost.**

Vaccination Incentive for Union Staff

Union's Personnel Committee met on Tuesday, October 12, 2021 and make this recommendation to Common Ministry:

Recommendation:

Union is dedicated to ensuring the safest environment possible for staff, church members, and visitors. As COVID-19 cases continue to rise due to the more-contagious and more-severe Delta variant, we are seeing more infections, hospital admissions, and deaths in our area. As a state, we recently surpassed 700,000 positive cases total and continue to see high transmission of COVID-19 throughout our community.

Throughout the pandemic, we have monitored and proactively adjusted our plans, following guidance from health organizations, to create the safest environment possible for everyone in our buildings. Union only recommends vaccines that are deemed to be safe. We have closely examined the FDA process for overseeing the many different vaccine trials, as well as the work of the CDC's ACIP group. It is required the FDA makes decisions that are guided by science and data regarding authorization or approval of COVID-19 vaccines. We are confident in the FDA's authorization process and the CDC's ACIP group review.

To stop this pandemic, we need to use all of our prevention tools. Vaccines are one of the most effective ways to prevent COVID-19, along with other safe behaviors including masking. The COVID-19 vaccines available at this time have been studied, and are proven safe and effective.

The decision to require Union employees to either receive the COVID-19 vaccine or require a weekly negative COVID test will help protect our church members, staff, and community. We must take precautions and continue moving forward safely, together.

To that end, Union's Personnel Committee and Common Ministry have approved the implementation of the policy below:

Weekly Testing or Vaccination

Union Church employees and contract workers shall have the option of either vaccination or being tested weekly. In order to appreciate employees and contract workers who receive vaccination, any church employee or contract worker regularly working 10+ hours per week who is fully vaccinated will receive a \$500 bonus payment if fully vaccinated by December 31, 2021. The funds for this will come from the Employee Retention Tax Credit and funds designated for this purpose by generous donors. For those employees or contract workers who choose not to be vaccinated, weekly proof of a negative COVID test will be required. Tests are available at the church office, and are therefore available free of charge. Denial of testing will be considered a voluntary resignation from Union.

Masking

Best practices around masking will be strictly enforced, including the mandatory wearing of masks at all times. Those who are vaccinated may remove their masks when they are alone in a room, or when speaking/singing in worship.

Tier 2 – Vaccination Requirement

If the above incentive is not successful in encouraging employees to be vaccinated, the Personnel Committee may recommend mandatory vaccination. This will be communicated at a later date.